

Board Agenda Item
May 26, 2004

ADMINISTRATIVE - 1

Adoption of Minutes - May 12, 2004, Park Authority Board Meeting

ISSUE:

Approval of the minutes of the May 12, 2004, Park Authority Board meeting.

RECOMMENDATION:

The Park Authority Director recommends approval of the minutes of the May 12, 2004, Park Authority Board meeting.

TIMING:

Board action is requested on May 26, 2004.

FISCAL IMPACT:

None

ENCLOSED DOCUMENTS:

Attachment 1: Minutes of the May 12, 2004, Park Authority Board meeting

STAFF:

Michael A. Kane, Director
Timothy K. White, Deputy Director
Nancy L. Brumit, Administrative Assistant

ACTION - 1

Contract Award - Artificial Turf Athletic Field and Related Improvements at Ellanor C. Lawrence Park (Sully District)

ISSUE:

Approval of a contract award to JSI Paving & Construction, Inc. of Springfield, Virginia in the amount of \$509,112 for construction of an artificial turf athletic field and related improvements at Ellanor C. Lawrence Park.

RECOMMENDATION:

The Park Authority Director recommends approval of a contract to include only the base bid to JSI Paving & Construction, Inc. of Springfield, Virginia in the amount of \$509,112 for construction of an artificial turf athletic field and related improvements at Ellanor C. Lawrence Park. In addition, the Director recommends reserving \$50,911 or ten (10) percent of the contract award for contract contingency, \$30,547 or six (6) percent of the contract award for administrative costs, and \$10,000 for testing and inspections. (This item was reviewed by the Planning and Development Committee on May 5, 2004, and approved for submission to the Park Authority Board.)

Contract Award	\$ 509,112
Contract Contingency (10%)	\$ 50,911
Administrative Costs (6%)	\$ 30,547
Testing and Inspections	\$ 10,000
 TOTAL COST	 \$ 600,570

TIMING:

Board action is requested on May 26, 2004, to maintain the project schedule.

BACKGROUND:

The 1998 Park Bond Program, Project Development Schedule and the FY 2004 Work Plan include an athletic field improvement project at Ellanor C. Lawrence Park. Ellanor C. Lawrence Park is a 648-acre multiple resource park located off of Route 28 in the Sully Magisterial District.

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The Park Authority Board approved the project scope on March 12, 2003. The approved athletic field improvement project scope, in part, includes construction of an artificial turf athletic field. The base bid is comprised of constructing an artificial turf athletic field, extending an existing asphalt trail to the field for ADA accessibility, and installing associated bleacher and players' bench pads. Two (2) wooden guardrail alternatives were included in the bid documents as add alternates. Based on the post-bid evaluation, staff is not recommending acceptance of either alternate.

Six (6) sealed bids for construction of an artificial turf athletic field and related improvements at Ellanor C. Lawrence Park were received and opened on May 4, 2004, as summarized in Attachment 1. The lowest responsible bidder was JSI Paving & Construction, Inc. Their base bid of \$509,112, is \$90,888 or 15.2% below the Park Authority's pre-bid estimate of \$600,000 and \$16,571 or 3.3% below the next lowest bidder. The work is to be completed within 90 calendar days of Notice-to-Proceed. JSI Paving & Construction, Inc. holds an active Virginia Class A Contractors License. The Department of Tax Administration has verified that JSI Paving & Construction, Inc. has the appropriate Fairfax County Business, Professional and Occupational License (BPOL).

FISCAL IMPACT:

Based on the post-bid update, funding in the amount of \$600,570 is necessary to award this contract and to fund the associated contingency, administrative costs and testing and inspection costs. Based on encumbrances and expenditures to date, funding is currently available in the amount of \$1,249,192 in Project 474198, Athletic Field Development, Detail 074, in Fund 370, Park Authority Bond Construction to award this contract and to fund the associated contingency, administration costs, and testing and inspection costs.

ENCLOSED DOCUMENTS:

Attachment 1: Bid Results
Attachment 2: Scope of Work
Attachment 3: Cost Estimate
Attachment 4: Site Plan

STAFF:

Michael A. Kane, Director
Timothy K. White, Deputy Director
Brian Daly, Director, Park Operations Division
Lynn S. Tadlock, Director, Planning and Development Division
John Lehman, Manager, Project Management Branch

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Deb Garris, Supervisor, Project Management Branch
Erin Lawrence, Project Manager, Project Management Branch

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ACTION - 2

Adoption of FY 2005 Park Revenue Fund Budget (Fund 170)

ISSUE:

Approval of the FY 2005 Park Revenue Fund Budget (Fund 170).

RECOMMENDATION:

The Park Authority Director recommends adoption of the FY 2005 budget for the Park Revenue Fund, Fund 170, as presented. **(This item was reviewed by the Budget Committee on May 12, 2004, and approved for submission to the Park Authority Board.)**

TIMING:

The Park Authority Board action is requested on May 26, 2004. The Board of Supervisors adopted the Revenue Fund budget on April 26, 2004.

FISCAL IMPACT:

The FY 2005 budget reflects projected revenues of \$32,221,980 and expenditures of \$31,435,758. Net revenue is projected at \$786,222, or \$97,528 less than what Park Authority Board approved on September 24, 2003. This decrease is a result of an increase in salary expense due to the transfer of the Recreation Activities Branch Chief from the General Fund (Fund 001) to the Revenue Fund (Fund 170) as part of the County Executive's / Board of Supervisors' budget reduction option for FY 2005.

ENCLOSED DOCUMENTS:

Attachment 1: Park Revenue Fund (Fund 170) FY 1005 Adopted Budget Overview

STAFF:

Michael A. Kane, Director
Timothy K. White, Deputy Director
Miriam C. Morrison, Director, Administration Division
Seema Ajrawat, Fiscal Administrator, Administration Division
Susan Tavallai, Senior Budget Analyst, Administration Division

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INFORMATION - 1

FY 2004 Third Quarter Budget Review - General Fund (Fund 001)

On April 26, 2004, the Board of Supervisors approved the FY 2004 Third Quarter Budget Review for the General Fund (Fund 001). The Park Authority Board approved the FY 2004 Third Quarter Review Submission on February 25, 2004.

The Third Quarter General Fund Budget decreased revenue from \$3,151,043 to \$2,788,542, or \$362,501. A request was made to the Department of Management and Budget to decrease revenue by \$646,267. Further, a reallocation was made for \$200,000 from the Personnel Services (Character 20) Budget to Recovered Costs (Character 40) which resulted in a decrease in Work Performed for others (WFPO). **(This item was reviewed by the Budget Committee on May 12, 2004, and approved for submission to the Park Authority Board.)**

FISCAL IMPACT:

The FY 2004 Third Quarter Review decreased the revenue budget by \$362,501. There is no impact to total expenditures as a result of reallocation.

ENCLOSED DOCUMENTS:

Attachment 1: Approved Fund 001 Third Quarter Review Summary Page

STAFF:

Michael A. Kane, Director
Timothy K. White, Deputy Director
Miriam C. Morrison, Director, Administration Division
Seema Ajrawat, Fiscal Administrator, Administration Division
Susan Tavallai, Senior Budget Analyst, Administration Division

INFORMATION - 2

FY 2003 Third Quarter Budget Review - Park Revenue Fund (Fund 170)

On April 26, 2004, the Board of Supervisors approved the FY 2004 Third Quarter Budget Review for the Park Revenue Fund (Fund 170). The Park Authority Board approved the FY 2004 Third Quarter Review Submission on February 25, 2004.

The Third Quarter Park Revenue Fund Budget decreased revenue to \$27,696,078, or \$1,311,656, and also decreased expenditures to \$26,638,125, also by \$1,311,656. The FY 2004 Park Revenue Fund Third Quarter Review resulted with no impact on the net revenue budgeted for this fund. **(This item was reviewed by the Budget Committee on May 12, 2004, and approved for submission to the Park Authority Board.)**

FISCAL IMPACT:

The FY 2004 Third Quarter Review decreased the revenue budget by \$1,311,656 and decreased expenditure budget by \$1,311,656 with no impact on the net revenue budgeted for this fund. The net revenue of \$413,556 remained unchanged for the FY 2004.

ENCLOSED DOCUMENTS:

Attachment 1: Approved Fund 170 Third Quarter Review Summary Page

STAFF:

Michael A. Kane, Director
Timothy K. White, Deputy Director
Miriam C. Morrison, Director, Administration Division
Seema Ajrawat, Fiscal Administrator, Administration Division
Susan Tavallai, Senior Budget Analyst, Administration Division

INFORMATION / PRESENTATION - 3

Annual Implementation Plan for the 2002-2006 Park Authority Strategic Plan

The Park Authority Board approved the 2002-2006 Park Authority Strategic Plan on September 26, 2001. An implementation plan is developed on an annual basis to focus staff efforts and provide an identifiable measure of progress in each of the strategic areas.

The 2003 Implementation Plan was approved by the Park Authority Board on April 23, 2003 and the 2002-2006 Park Authority Strategic Plan Update which measured the success of the 2003 Implementation Plan was presented to the Park Authority Board on April 28, 2004.

Changes for 2004:

The 2004 Implementation Plan includes the incorporation of strategies and tasks from two major milestones achieved during the previous cycle; the County Wide Needs Assessment and the Natural Resource Management Plan.

In the 2004 Implementation Plan, *Opportunity Area 2; Stewardship*, has been fully incorporated into the Natural Resource Management Plan. The Natural Resource Management Plan will now serve as an appendix to the 2002-2006 Park Authority Strategic Plan and its tasks and strategies will supplant those of the original Stewardship section of the 2002-2006 Park Authority Strategic Plan. The Stewardship section now provides a "cross walk" between the original Stewardship strategies and the Natural Resource Management Plan. The Natural Resource Management Plan Year 1 Implementation Plan has not yet been developed to the point of having identified the specific timing of deliverables. However, stewardship strategies previously identified with deliverables remain identified in the Stewardship section of the Strategic Plan.

An additional strategy has been added to *Opportunity Area 6; Capacity for Growth and Change*. When completed, this strategy will result in an agency accreditation from the National Recreation and Parks Association. This accreditation will be essential for the agency to sustain its Gold Medal status and the requirements for receiving accreditation will increase the accountability of the agency's programs and processes.

Additional strategies have also been added to the 2002-2006 Park Authority Strategic Plan to reflect opportunities that have been identified through the County Wide Needs Assessment. These are included in *Emerging Issues*, an opportunity area developed in

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2003 to capture evolving issues that do not fit the confines of the original plan's six opportunities areas.

The proposed Implementation Plan for 2004(Attachment 1) presents all of the strategies to be addressed in the next year. For each strategy included, a summary of significant tasks is shown along with any associated Board Deliverables and deliverable dates. The Natural Resource Management Plan Implementation Plan (Attachment 2) will also provide strategic deliverables, once they have been further refined and approved by the Park Authority Board.

Unless otherwise directed by the Board, staff will proceed with the strategies presented in the 2004 Implementation Plan.

ENCLOSED DOCUMENTS:

Attachment 1: 2002-2006 Strategic Plan: Implementation Plan for 2004

Attachment 2: Natural Resource Management Plan Implementation Plan

STAFF:

Michael A. Kane, Director

Timothy K. White, Deputy Director

Charlie Bittenbring, Acting Director, Park Services Division

Brian Daly, Director, Park Operations Division

John Finegan, Automation Services

Cindy Messinger, Interim Director, Resource Management Division

Miriam C. Morrison, Director, Administration Division

Judy Pedersen, Public Information Officer

Lynn Tadlock, Director, Planning and Development Division

Jean White, Executive Director, Park Foundation